

# **KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD**

## **MINUTES – November 20, 2015**

A regular meeting of the Applied Behavior Analyst Licensing Board was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky, on November 20, 2015, at 10:00 a.m.

### **MEMBERS PRESENT**

Tammy H. Natof, Chair  
Allan Allday  
Cynthia Blackledge  
Scott Brinkman  
Anne Gregory  
Stephen Foreman, Vice Chair

### **OCCUPATIONS AND PROFESSIONS STAFF**

Lucie Duvall, Board Administrator  
Susan Ellis, Operations Section Supervisor

### **OTHERS PRESENT**

Ryan Halloran, Assistant Attorney General

### **MEMBERS ABSENT**

Stephen Wood

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### **CALL TO ORDER**

Tammy H. Natof, Board Chair called the meeting to order at 10:11 a.m.

### **MINUTES**

A motion was made by Allan Allday to approve the minutes of the October 23, 2015 meeting. Motion, seconded by Scott Brinkman, carried.

### **FINANCIAL REPORTS**

The financial statement for the month ending October 31, 2015 was presented to the Board for review. No further action was required.

The board asked to check on the allotment increase they requested back in June or July of 2015. After reviewing the matter with Susan Ellis, Operations Section Supervisor it was determined the fiscal department was not made aware of an allotment increase. Ms. Ellis asked the board what the allotment would be for and the board informed her to pay off bills and for possible increased investigations for the board. No further action was required.

The board reviewed correspondence from Susan Ellis, Operations Section Supervisor regarding expenses for the Board. After review and discussion, a motion was made by Stephen Foreman to pay \$2,500 towards travel expenses for 2013 and \$3,122.31 towards the Attorney General's Office expenses for the board. Motion, seconded by Mr. Allday, carried.

### **REPORT FROM O&P**

The board reviewed the November 2015 report for the Office of Occupations and Professions from Gordon Slone, Executive Director. The report discussed changes in board membership information, the biennial budget, on-line license renewals, out-of-state travel requests, and healthcare workforce capacity initiative. No further action was required.

## **LICENSURE STATUS REPORT**

A Licensure Status Report dated November 19, 2015 was presented to the board for review. The report showed there are currently 124 active licensed Behavior Analysts, 5 active licensed Assistant Behavior Analysts, and 6 Temporary Behavior Analysts. No further action was required.

## **NEW BUSINESS**

The board reviewed correspondence David Lopez regarding directory of all licensee's. The board suggested referring Mr. Lopez to the BACB website, checking the board's online verification system, or requesting a mailing list from the board to send to him. No further action was required.

The board reviewed correspondence from Jason Simmons regarding an unlicensed person. A motion was made by Mr. Foreman to have legal counsel send an advisory letter stating the unlicensed person could not call himself a Behavior Analyst. Motion, seconded by Mr. Allday, carried.

The board scheduled their 2016 meetings for January 22, February 26, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, and November 18.

The board held their annual elections. A motion was made by Mr. Foreman to nominate Tammy Hammond-Natof as Board Chair. Motion, seconded by Mr. Allday, carried.

A motion was made by Cynthia Blackledge to nominate Stephen Foreman as Vice Chair. Motion, seconded by Anne Gregory, carried.

A motion was made by Mr. Foreman to nominate Scott Brinkman as Secretary. Motion, seconded by Mr. Allday, carried.

## **OLD BUSINESS**

Ryan Halloran, Board Counsel reported on the regulation changes for the board. Mr. Halloran informed the board the regulations would take effect December 4, 2015 and at that time the board could replace the new renewal forms online. No further action was required.

The board briefly discussed the Healthcare Workforce Initiative which was discussed at length at the last scheduled meeting. The board was concerned with the expense in providing such data to an outside group for research purposes. Mr. Allday suggested using a software program he had access to through his work at UK. He further offered to do the work himself in order to save the board time and money. Mr. Foreman said he would check with BACB to see if he could check on the cost of requesting a list of emails. Ms. Hammond-Natof said she would contact the Workforce group regarding where the board stands with them.

## **LEGAL COUNSEL**

Mr. Halloran presented the board with a letter of engagement from the Attorney General's Office. The board approved the agreement and Ms. Hammond-Natof signed a copy of the agreement for Mr. Halloran. No further action was required.

Mr. Halloran presented the board with a draft of an advisory letter for those who are practicing without a license which would replace the cease and desist letter used previously by the board.

## **APPLICATIONS REPORT**

The board reviewed five (5) applications for Allison Hunter (LABA), Stefanie J. Hunter (TLBA), Kelly E. Law (LBA), Nicole K. Miller (LBA), and Amy Rock (LBA). The applications committee made a recommendation to approve the applications for Allison Hunter (LABA), Kelly E. Law (LBA), Nicole K. Miller (LBA), Amy Rock (LBA) and defer the application for Stefanie J. Hunter (TLBA) which is pending her annual supervisory agreement.

The board reviewed five (5) renewal applications for Christina Justice, Luna Hernandez, Scott McKenzie, David Motes, and Kelly Motes. The applications committee made a recommendation to approve all five (5) renewals.

A motion was made by Mr. Foreman to approve the recommendations of the applications committee. Motion, seconded by Ms. Blackledge, carried.

## **APPROVAL OF TRAVEL**

A motion was made by Mr. Foreman to approve travel and per diem for all eligible members attending today's meeting. The motion, seconded by Mr. Allday, carried.

## **ADJOURN**

Mr. Foreman made a motion to adjourn at 11:53 p.m., having no further items of discussion. The motion, seconded by Ms. Gregory, carried.

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**Tammy H. Natof, Chair**